

# CITY OF HOUSTON

Department of Public Works & Engineering

Form 00666 (09/30/97)

## CHANGE ORDER

1. GFS NO. (FILE NO.): \_\_\_\_\_ 2. CHANGE ORDER NO: \_\_\_\_\_
3. PROJECT NAME: \_\_\_\_\_
4. CONTRACTOR: \_\_\_\_\_
5. CONTRACT NO: \_\_\_\_\_

6. BRIEF DESCRIPTION OF CHANGES IN THE WORK:

CONTRACT CHANGE	
AMOUNT	TIME

### ITEM 1 SCOPE:

JUSTIFICATION:

### ITEM 2 SCOPE:

JUSTIFICATION:

### ITEM 3 SCOPE:

JUSTIFICATION:

<b>TOTAL</b>	<b>\$</b>	<b>0.00</b>	<b>0</b>
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7. AGREEMENT BY CONTRACTOR: The undersigned Contractor agrees to perform this change in the amount and time indicated and in accordance with all terms and conditions of the Agreement. Change includes all cost associated with the Change Order; Contractor waives rights to further reimbursement associated with this change.

\_\_\_\_\_  
CONTRACTOR [Signature]

\_\_\_\_\_  
TITLE DATE

8. ACCEPTANCE AND NOTICE TO PROCEED:

9. ACCEPTANCE AND AUTHORIZATION FOR PAYMENT:

\_\_\_\_\_  
CONSTRUCTION MANAGER [Signature] DATE

\_\_\_\_\_  
DEPUTY DIRECTOR [Signature] DATE

\_\_\_\_\_  
CHIEF ENGINEER / ARCHITECT [Signature] DATE

\_\_\_\_\_  
CITY ENGINEER [Signature] DATE

\_\_\_\_\_  
ASSISTANT DIRECTOR [Signature] DATE

\_\_\_\_\_  
MAYOR - CITY OF HOUSTON [Signature] DATE

CHANGE ORDER NO: \_\_\_\_\_ to CONTRACT NO: \_\_\_\_\_ FILE NO: \_\_\_\_\_ (continued)

10. COST SUMMARY:	DOLLAR AMOUNT	PERCENT
Original Contract Price	_____	100.00%
Previous Change Orders	_____	_____
This Change Order	_____	_____
Revised Contract Price	<input type="text"/>	<input type="text"/>
Projected Contract Modifications*	_____	_____
Projected Contract Price	_____	_____

11. SCHEDULE SUMMARY:	DURATION	COMPLETION DATE
Original Contract Schedule	_____ Days	_____
Previous Time Extensions	_____ Days	_____
This Change Order	_____ Days	_____
Current Modified Contract	<input type="text"/> Days	<input type="text"/>
Projected Contract Modifications*	_____ Days	_____
Projected Contract Schedule	_____ Days	_____

\*Based on approved WCDs and Change Orders in process.

### INSTRUCTIONS

**PURPOSE:** The Change Order is used to effect a modification or modifications to the Contract. Prior to final payment, previously approved Work Change Directives can be combined into a summary Change Order to reconcile project cost accounting. When signed and dated by listed signers, the document becomes an approved Change Order.

**APPLICATION:** This form is applicable to agreed upon Contract modifications including, but not limited to the following:

- Additions or reductions (including deletions) of existing bid item quantities.
- Increases or decreases in construction Contract Time.
- Change in the methods, material, etc., not covered by existing bid item quantities.
- New work not covered by existing bid item quantities.
- Price or schedule consideration for conditions not indicated by the Contract Documents.

**INSTRUCTIONS:** This form is prepared by the City Project Manager.

The following instructions correspond to the numbers provided on the form. Items 1 through 6, and 8 through 11 are completed by the City Project Manager and signed by approving authorities. Item 7 is completed by the Contractor.

1. Insert the GFS number for the project with the file number in parentheses.
2. Number Change Orders sequentially on a single project as assigned by the Construction Manager.
3. Insert the project name as stated in the Contract Documents.
4. Insert the name of the Contractor performing the Work.
5. Insert the Contract number for the project as assigned by the Controller's office.
6. Insert a brief description of the change, including a reference to applicable Work Change Directives, RFIs and RFPs. Give justification to support the change, the cost of making the change, and the adjustment in Contract Time occasioned by the change. *[Document is set up as a table with no lines. When typing in the table, text will wrap within columns and table rows will increase to accommodate longer text. Use of smaller, readable font size is acceptable.]*
7. Contractor signs and dates Change Order to signify agreement with the terms.
8. City Construction Manager (senior field representative), the Division's Chief Engineer/Architect for construction, and the Division's Assistant Director sign and date the Change Order. If the current total Contract Amount is less than the original Contract Price plus contingency (normally 5%), the Assistant Director's approval may also authorize notice to proceed with the work.
9. The Deputy Director, City Engineer, and Mayor sign and date the Change Order. These signatures accept the change and authorize payment up to the original Contract Price plus contingency (normally 5%). If the change increases the total Contract Amount beyond the original Contract Price plus contingency, the Change Order must also be approved by City Council.
10. Insert current cost summary information (amounts and percentages).
11. Insert current Contract Time change information (days and dates).

**NOTE:** The information required in Items 10 and 11 may be printed as a ProBase report and attached.